

**PROPOSAL CHECKLIST**

**REQUEST FOR PROPOSAL NO. 0334-133**

**FOR RETENTION OF FOSTER PARENTS SERVING  
CHILDREN WITH SEXUALLY REACTIVE BEHAVIORS**

- \_\_\_\_\_ Bidder meets eligibility requirements to bid.
- \_\_\_\_\_ Proposal was prepared and organized in the required order and format.
- \_\_\_\_\_ Letter of Submittal containing all required information submitted with proposal.
- \_\_\_\_\_ Bidder Information (Exhibit B) including all required attachments, has been completed by bidder, signed, and submitted with proposal.
- \_\_\_\_\_ Bidder has provided written responses to all questions in Foster Parent Retention Program (Exhibit A).
- \_\_\_\_\_ Bidder has provided all information on references as requested by section 5.2.3.
- \_\_\_\_\_ Any documents referenced by the bidder in the written portions of the proposal, and offered in support of the proposal, have been submitted with the proposal.
- \_\_\_\_\_ Proposal is signed by an individual authorized to bind the bidder to a contract.
- \_\_\_\_\_ Required number of copies of proposal – 1 original and 6 copies – submitted.
- \_\_\_\_\_ Proposal was submitted by the deadline of December 18, 2003.